

**SECTION J – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS**

**ATTACHMENT J-4 – LIST OF DELIVERABLES**

**SECTION J – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS  
PORTSMOUTH LIST OF DELIVERABLES**

The table below, Summary of Contract Deliverables, summarizes the specific products the Contractor shall submit to the DOE, the type of action DOE will perform, and the date/timeframe that the Contractor shall submit the product.

Deliverables are considered task order endpoints, work scope completions, products, reports or commitments that shall be delivered to DOE. The types of DOE action are defined as:

- Approve – The Contractor shall provide the deliverable to DOE for review and approval. Contractor is responsible for obtaining DOE approval. The initial deliverable shall be of sufficient quality, depth, thoroughness, and format to support DOE approval. DOE will review the deliverable and provide comments in writing. DOE comments will be discussed with the Contractor and the Contractor shall provide written responses. The Contractor shall re-write the documents to incorporate all DOE mandatory comments. Once DOE approves a deliverable or document, the Contractor shall place it under change control and shall make no changes to that document without further DOE approval.
- The due dates specified are the due dates for the final document. For documents approved by the PPPO, the contractor shall allow 10 business days for DOE review of drafts prior to submittal for approval of the final document. For documents requiring DOE headquarters or outside agency approval, the contractor shall allow 30 business days for review of drafts prior to submittal for approval of the final document.
- Information – The Contractor shall provide the deliverable to DOE for information purposes. DOE will have the option of reviewing the information and providing comments. Contractor shall respond to all written comments.

Summary of Contract Deliverables does not include all required deliverables identified in other applicable sections of the Contract, DOE directives, federal regulations, or regulatory documents. The Contractor shall be responsible for the compliance with all applicable standards, orders and regulations under the Task Order.

	Deliverable name	Requirement	Schedule for deliverable	Comments	DOE (Approval/ Concurrence/ Information)
<b>C.3.1 CONTRACT TRANSITION</b>					
1.	Contract Transition Plan	C.3.1	Within 15 days after NTP		Approval
2.	Transition Status Reports	C.3.1	Weekly during Contract Transition beginning the date of NTP		Information
<b>C.2.0 MANAGEMENT AND ADMINISTRATION</b>					

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3.	All implementing policies, plans, and procedures for Programs required by this contract	C.2.1	As required, based on attachment J-4 deliverable schedule		As appropriate
4.	Deliverable Schedule	C2.1	Within 15 Days after NTP	Initial submission and monthly updates	Information
5.	Worker Safety and Health Program	C.2.2.1 10 CFR 851	Within 40 Days after NTP Updated Annually thereafter, and 90 days before significant program revisions or additions		Approval
6.	Incident/Accident Reports (including subcontractor information).	C.2.2.1 DOE O 231.1B	Quarterly, beginning the date of transition	Electronic submission of injury and illness reports using the Computerized Accident/- Incident Reporting System (CAIRS).	Approval
7.	Integrated Safety Management System Description	C.2.2.2 DOE G 450.4-1C DEAR 970.5223-1	Within 40 Days after NTP		Approval
8.	Performance Objectives, Performance Measures, and Commitments (POMC's)	C.2.2.2 DEAR 970.5223-1	Annual Review/Update beginning the date of ISM Description approval		Approval
9.	Annual Integrated Safety Management System Effectiveness Review	C.2.2.2 DEAR 970.5223-1	Annually beginning the date of ISM description approval		Approval
10.	Environmental Management System	C.2.2.2 DOE O 436.1	Provide information required by DOE 436.1 to D&D contractor as needed	Provide Input to D&D Contractor	Approval
11.	Site Sustainability Plan	C.2.2.2 Executive Order 13514 DOE O 436.1	Provide comprehensive energy data report and other data required by DOE 436.1 to D&D contractor as needed	Provide Input to D&D Contractor	Approval

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12.	Radiation Protection Program	C.2.2.3 10 CFR 835	Within 40 Days after NTP, annually thereafter, and 90 days prior to significant changes or additions		Approval
13.	Environmental Radiological Protection Program	C.2.2.3 DOE O 458.1	Within 60 Days after NTP		Approval
14.	Portsmouth Site Emergency Plan	C.2.2.4 DOE O 151.1C	Provide annual updates in coordination with D&D contractor	Provide input to the D&D contractor for the annual updates	Approval
15.	Portsmouth Emergency Readiness Assurance Plan	C.2.2.4 DOE O 151.1C	Provide annual update by September 30 <sup>th</sup> of each year	Provide input to the D&D contractor for the annual updates	Approval
16.	Building/Project specific Emergency Plan(s) and Implementing Procedures	C.2.2.4 DOE O 151.1C	Within 40 Days of NTP	Provide emergency plans for staff and buildings under the Contractor's direct control	Approval
17.	Emergency Planning Hazard Survey and Hazards Assessments	C.2.2.4 DOE O 151.1C (see also C.3.2.1.2)	Within 40 Days of NTP		Approval
18.	Site Continuity of Operations Plan (COOP)	C.2.2.4 DOE O 150.1A	Provide annual update by September 30 <sup>th</sup> of each year	Provide input to the Site COOP Coordinator (the D&D contractor)	Approval
19.	Quality Assurance Program and Quality Implementation Plan	C.2.2.5 DOE O 414.1D EM-QA-001 (latest revision) Clause H.55	Within 30 Days of the NTP	The Contractor shall obtain DOE approval of the QAP and QIP prior to assuming full responsibility for the Portsmouth Infrastructure scope from the incumbent contractor	Approval
20.	Quality Assurance Program and Quality Implementation Plan Updates	C.2.2.5 DOE O 414.1D EM-QA-001 (latest rev) Clause H.55	Before significant changes or additions are made		Approval
21.	Quality Assurance Program	C.2.2.5	Annually, beginning the	The Contractor shall perform a	Approval

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	Effectiveness Review and Report	DOE O 414.1D EM-QA-001 (latest revision) Clause H.55	date of transition	QAP effectiveness review annually, and submit to DOE a summary and, if necessary, an updated QAP	
22.	Issues Management System	C.2.2.5 DOE O 414.1D DOE O 226.1B EM-QA-001 (latest revision) Clause H.55	Quarterly, beginning the date of transition	Identification, assignment of significance category, and processing of nuclear safety-related issues identified within the Contractor's organization	Information
23.	Contractor Assurance System	C.2.2.6 DOE O 226.1B	Within 40 Days of NTP Quarterly thereafter		DOE Approval
24.	Occurrence Reporting and Processing of Operations Information	C.2.2.7 DOE O 232.2	Per Occurrence Quarterly Trend Report beginning the date of transition		Approval
25.	Price Anderson Amendments Act (PAAA) Noncompliance Tracking System (NTS) and reporting process	C.2.2.8 Clause H.31 <a href="http://www.energy.gov/iea/noncompliance-tracking-system-registration-and-reporting">www.energy.gov/iea/noncompliance-tracking-system-registration-and-reporting</a>	Reporting as-needed per occurrence		Approval
26.	Employee Concerns Status Report	C.2.2.9 DOE O 442.1A	Quarterly & Annually beginning the date of transition		Information
27.	Waste Management Plan	C.2.2.10 DOE O 435.1	Within 40 days of the NTP Updated annually thereafter		Approval
28.	Pollution Prevention Plan	C.2.2.10 Executive Order (EO) 13423 EO 13514 DOE O 436.1 ¶2e	Within 40 days of NTP, updated annually thereafter. Provide data required per DOE O 436.1 to the D&D contractor as-needed for updates to the Environmental	See also DOE G 450.1-2	Approval

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			Management System		
29.	Recycle Report	C.2.2.10 EO 13423 EO 13514	Monthly beginning the date of transition	Contractor shall report the recycle numbers to the DOE on a monthly basis with a break-down of quantities in pounds for glass, plastic, aluminum, paper, and cardboard, as well as the number of printer cartridges and copier toner cartridges sent to a certified recycler for re-use	Information
<b>C.2.4 PROJECT MANAGEMENT</b>					
30.	Monthly Progress Report	C.2.4.1 C.3.6.6 EM's Operations Activities Protocol, dated March 15, 2012, and the DOE Integrated Planning, Accountability, and Budgeting System – Guidance Documents, dated June 2011 or the most current version.	Monthly and not later than the 10th business day of the month beginning the date of NTP	The report shall provide the prior month's performance for each Contract Line Item Number (CLIN) and an update of the performance to date. The report shall include a narrative description of scope accomplished, progress on corporate and contract specific performance metrics, status of milestones, and deliverables, as well as an update of the project schedule.	Information
31.	Annual Work Plan	C.2.4.1 EM's Operations Activities Protocol, dated March 15, 2012	Initially at the date of transition. By September 1 <sup>st</sup> of each year thereafter	The submitted Annual work plan shall reflect the requirements and schedule of this Contract and the metrics to be achieved during the forthcoming year	Information
32.	Monthly Invoice	G.4 "Billing Instructions"	Monthly	One monthly invoice for all Contract Line Item Numbers shall be prepared and submitted in accordance with	Approval/Payment

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				the requirements of Section G.4 "Billing Instructions"	
33.	Input in the Portsmouth Integrated Site-wide Federal Lifecycle Baseline	C.2.4.1	Initial within 30 days of NTP. Update quarterly and as required thereafter	Contractor shall provide the interim and full contract period of performance, schedule, and price information	Approval
34.	Monthly self-assessment report	C.2.4.1 Attachment J-8.C.1, "Government Quality Assurance Surveillance Plan"	Monthly beginning the date of transition	Contractor shall submit a monthly self-assessment report which assesses the Contractor's work performance for that period against contract requirements and performance standards.	Information
35.	Work Breakdown Structure (WBS), WBS dictionary, and WBS/PWS crosswalk	C.2.4.1 EM's Operations Activities Protocol, dated March 15, 2012,	Within 30 days of NTP, and with changes.	Provide the Work Breakdown Structure (WBS), WBS dictionary, and WBS/PWS crosswalk	Information
36.	Weekly activity summaries	C.2.4.2	Weekly beginning the date of transition	Establish a routine weekly status/project integration meeting to review ongoing and future activities and issues. The Contractor shall provide a brief written weekly status of on-going and future activities to DOE.	Information
<b>C.3.0 FIRMED FIXED PRICE WORK</b>					
37.	Submit a Contractor Mission Statement with S&S considerations integrated into all aspects of mission accomplishment	C.3.2	Within 30 days of NTP	S&S considerations are to be integrated with all aspects of mission accomplishment and integrated into the Contractor Mission Statement	Approval
38.	Develop a mechanism to provide easy secure access for Portsmouth prime contractors to current	C.3.2	Within 30 days of NTP Update annually thereafter	Develop and submit to DOE a mechanism for ease of access to security policies and procedures	Information

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	security policies and procedures				
39.	Prepare a security clarification letter	C.3.2.1 DOE O 142.3A DOE O 470.3B DOE O 470.4B DOE O 471.6 DOE O 472.2 DOE O 473.3 DOE Tactical Doctrine; National Security Decision Directive (NSDD) 298 National Industrial Security Program, Operating Manual (NISPOM).	Within 30 days of the NTP	This clarification letter shall delineate the Contractor's responsibilities as the designated (Officially Designated Security Authority, ODSA) on the PORTS site to implement and coordinate site S&S activities with the other prime contractors	Information
40.	Develop and implement a Safeguards and Security Training Program Plan	C.3.2.1.1 DOE O 470.4B	Within 60 days of NTP		Approval
41.	Maintain and provide S&S training records	C.3.2.1.1 DOE O 470.4B	Upon DOE request		Information
42.	Appoint a Portsmouth Facility Security Officer (FSO)	C.3.2.1.1	Within 60 days of NTP	The Contractor shall appoint a FSO, who shall complete the FSO training within one (1) year of appointment	Approval
43.	Develop, document, and submit a Site Security Plan (SSP) detailing the S&S protection strategy for DOE assets at the site.	C.3.2.1.2 DOE O 470.4B	Within 45 days of NTP	The SSP shall address site-specific S&S activities to include: 1) access control, 2) protection of classified matter, 3) protection of unclassified controlled information (UCI), 4) physical protection of special nuclear material, 5) personnel security, 6) Security Conditions (SECON) measures, and 7)	Approval



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				protection of government property. Contractor shall coordinate with the other DOE prime contractors to develop the S&S strategy for Portsmouth	
44.	Develop and implement S&S Project Plans and Security Plans for Classified Storage Areas, to include Non-Conforming Storage	C.3.2.1.2	Within 60 days of NTP		Approval
45.	Develop and implement procedures for all applicable S&S topical and sub-topical areas which have not been thoroughly addressed in the SSP,	C.3.2.1.2	Within 60 days of NTP		Approval
46.	Develop a procedure for the management of controlled articles at the site.	C.3.2.1.2. C.3.2.3.1.1	Within 60 days of NTP	The procedure shall include a review process to determine approval or denial of DOE contractor requests to use controlled articles (e.g., cameras, cell phones, portable electronic devices and recording devices).	Concurrence
47.	Evaluate the DUF6 Conversion Project Operational Site Security Plan for compliance with the SSP Processes	C.3.2.1.2	Within 30 days of NTP	The DUF6 Conversion Project Operational Site Security Plan shall be included as an addendum to the ODSA SSP	Concurrence
48.	Develop a security conditions (SECON) Response Plan	C.3.2.1.2	Within 45 days of NTP Update annually thereafter and when significant changes occur	This plan shall be coordinated with and concurred on by the D&D contractor to ensure the plan can be carried out in an acceptable time frame.	Approval
49.	Develop a Site Demonstration Plan	C.3.2.1.2	Within 60 days of NTP Update annually thereafter and when	The plan shall be coordinated with and concurred on by the D&D contractor to ensure the	Approval

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			significant changes occur	plan can be supported	
50.	Site Active Shooter Plan	C.3.2.1.2	Within 30 days of NTP. Update annually thereafter and when significant changes occur.	The plan shall be coordinated with and concurred on by the D&D contractor to ensure the plan can be supported	Approval
51.	Develop and implement an insider threat program.	C.3.2.1.2	Initially within 90 days of NTP. Update annually thereafter and when significant changes occur.		Approval
52.	Perform a chemical inventory assessment per CFATS and perform a Consequence Analysis as needed. Submit a chemical screening inventory report.	C.3.2.1.2 6 CFR Part 27 (see also 2.2.4)	Annually beginning one year from date of prior chemical screening inventory report approval	The Contractor shall crosswalk the inventory of the chemicals at the site with the Chemical Facilities Anti-Terrorism Standards (CFATS). The Contractor will perform a Radiological/Toxic Risk Analysis for any results exceeding the thresholds listed in CFATS. The results of the inventory and analysis shall be included in a chemical screening inventory report to be submitted for approval	Approval
53.	Perform random assessments or surveillances, and make quarterly reports.	C.3.2.1.2 C.3.2.1.3.1 DOE O 470.4B	Initial report within 60 days of NTP  Quarterly thereafter	As part of the SSP, develop a Self-Assessment program including implementing procedures. Perform random assessments, surveillances, and reviews to ensure continued compliance with the SSP and DOE Orders. Provide reports of all random-assessments to DOE	DOE will Approve the Program.  The reports are submitted for Information
54.	Respond to S&S data calls	C.3.2.1.2	Upon DOE request		Information

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55.	Develop an annual self-assessment schedule	C.3.2.1.3.1	Within 60 days of NTP Updated annually thereafter by September 30 <sup>th</sup> of each year		Approval
56.	Perform self-assessments	C.3.2.1.3.1	Annually per approved annual self-assessment schedule specified in deliverable <a href="#">5455</a>		Information
57.	Annual Comprehensive Site Assessment Report	C.3.2.1.3.1	Annually, per approved annual self-assessment Schedule specified in deliverable <a href="#">5455</a>		Approval (DOE ODFSA)
58.	Performance Assurance Program	C.3.2.1.3.2 DOE O 470.4B	Within 90 days of NTP d annually thereafter and when significant changes occur	Develop, implement and maintain a PAP Plan that ensures: 1) S&S activities performed to protect DOE S&S interests meet established monitoring and testing requirements, and 2) the activities are performed with sufficient rigor to ensure that the program elements are at all times effective in proactively identifying and precluding adverse activity before security is compromised.	Approval (Appropriate DOE ODFSA)
59.	Document security performance metrics for essential S&S elements	C.3.2.1.3.2	Monthly, beginning the date of transition		Information
60.	Document security metrics for performance testing	C.3.2.1.3.2	Quarterly, beginning the date of transition		Information
61.	Provide Self-assessment Reports to the affected contractors	C.3.2.1.3.3 DOE O 470.4B	Self-assessment reports shall be distributed to the affected contractors and FSO, per assessment	Provide self-assessment reports to affected contractors and the PPPO FSO for development of corrective action plans (CAP's)	Information (Appropriate DOE ODFSA)
62.	Develop a local system to track assessment findings and associated corrective actions	C.3.2.1.3.3	Within 15 days of NTP	Assessment findings or deficiencies will be tracked until closed.	Information

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63.	Conduct tracking and trending analyses of security deficiencies, and make quarterly reports.	C.3.2.1.3.3	Quarterly beginning the date of transition		Approval
64.	Maintain the Portsmouth site DOE Incidents of Security Concern (IOSC) Program Plan	C.3.2.1.3.4 DOE O 470.4B	Within 45 days of NTP Update annually thereafter and when significant changes occur		Approval (DOE ODFSA)
65.	Provide Incidents of Security Concern (IOSC) Reports	C.3.2.1.3.4	Per occurrence	Transmit all IOSC reports to the DOE ODFSA	Approval (DOE ODFSA)
66.	Trending Analysis of Incidents of Security Concern Reports (IOSC)	C.3.2.1.3.4	Quarterly beginning the date of transition		Approval (DOE ODFSA)
67.	Categorize each Incident of Security Concern (IOSC), issue an initial report, conduct an inquiry, and issue a closure report	C.3.2.1.3.4	As required per occurrence	Ensure that each IOSC is properly categorized by significance level category and type. Provide a report level of detail commensurate to the category.	Approval (DOE ODFSA)
68.	Develop Facility Clearance (FCL) Program	C.3.2.1.4.1 DOE O 470.4B	Within 60 days of NTP Update annually thereafter and when significant changes occur	The program shall stipulate the requirements for initiating: (1) the issuance, modification, suspension, and/or termination of FCLs; (2) the registration of both FCLs and underlying contractual activities; and (3) the incorporation of S&S laws, regulations, and directives into prime contracts	Information (DOE ODFSA)
69.	Develop a facility data and approval record (FDAR) program plan	C.3.2.1.4.1 DOE O 470.4B	Within 45 days of NTP Update annually thereafter and when significant changes occur		Approval (DOE ODFSA)
70.	Develop Foreign Ownership, Control or Influence (FOCI) Program	C.3.2.1.4.2 DOE O 470.4B	Within 60 days of NTP Update annually thereafter and when significant changes occur	The program shall stipulate the requirements for the attaining and maintaining favorable FOCI determinations; and the	Information (DOE ODFSA)

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				need for incorporation of S&S laws, regulations, and directives into other PGDP prime contractor subcontracts.	
71.	Establish the site security posture in the Safeguards and Security Program Plan	C.3.2.2 DOE O 470.4B	Within 90 days of NTP Update annually thereafter and when significant changes occur		Approval
72.	Review the performance assurance metrics for the Protective Force's communication equipment & prepare reports	C.3.2.2	Semi-annually beginning the date of transition		Information
73.	Develop and implement a procedure to address the REAL ID Act. Develop a tracking spreadsheet, to be updated monthly.	C.3.2.2	Within 30 days of NTP Update annually thereafter and when significant changes occur Tracking spreadsheet is updated monthly beginning at procedure effective date.		Approval Spreadsheet – Information
74.	Develop, implement, and maintain an access control program plan	C.3.2.3.1	Within 45 days of NTP Update annually thereafter and when significant changes occur		Approval
75.	Develop a Security Lock and Key Program Plan	C.3.2.3.1.4	Within 30 days of NTP Update annually thereafter and when significant changes occur	The program shall protect and manage locks and keys in a graded manner based on the S&S interests being protected, identified threat, existing barriers, and the other protection measures afforded these interests	Information
76.	Evaluate, design, establish, and maintain the protection strategy for use of intrusion detection and	C.3.2.3.2 DOE O 473.3	Within 90 days of NTP Update annually thereafter and when		Information

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	assessment systems at the site		significant changes occur		
77.	Develop a Barrier and Delay Strategy	C.3.2.3.3 DOE O 473.3	Within 90 days of NTP Update annually thereafter and when significant changes occur		Information
78.	Develop a Comprehensive Unclassified Controlled Information Program	C.3.2.4.1	Within 90 days of NTP Update annually thereafter and when significant changes occur		Information
79.	Develop a Technical Surveillance Countermeasures Program	C.3.2.4.2	Within 30 days of NTP Update annually thereafter and when significant changes occur		Approval (DOE ODFSA)
80.	Develop an Operations Security (OPSEC) Program	C.3.2.4.3	Within 90 days of NTP Update annually thereafter and when significant changes occur	The program plan shall be site-wide, ensure protection of Critical Information (CI), and enhance mission effectiveness and protection of operations and activities	Approval (DOE ODFSA)
81.	Develop, implement and maintain a Classification Program Plan	C.3.2.4.4	Within 60 days of NTP Update annually thereafter and when significant changes occur		Approval
82.	Provide a Classification Officer and supporting staff for all DOE classification activities at the Portsmouth Site	C.3.2.4.4	Within 60 days of NTP		Information
83.	Provide a quarterly classified/-declassified program status report	C.3.2.4.4	Quarterly beginning the date of transition		Information
84.	Courtesy Copies of Assessments and Other Relevant Information	C.3.2.4.4	Upon DOE request	Courtesy copies of assessments and other relevant information shall be provided to the PPPO Classification Coordinator, local Federal Classification	Information

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				Officer and the Office of Environmental Management Program Classification Officer	
85.	Develop a Communications Security (COMSEC) Program	C.3.2.4.5	Within 90 days of NTP Update annually thereafter and when significant changes occur		Information
86.	Develop a Classified Matter Protection and Control Program	C.3.2.4.5.1	Within 90 days of NTP Update annually thereafter and when significant changes occur	The CMPC Program shall specify the requirements for classified information to be protected and controlled commensurate with its classification level, category, and caveats	Information
87.	Prepare CMPC Custodian Briefings and General Briefings	C.3.2.4.5.1	Maintain briefings as-required; Provide to DOE upon request		Information
88.	Develop Transportation Security Plan(s) for the offsite shipment of UCI	C.3.2.4.5.1.1.1	Within 90 days of NTP Update annually thereafter and when significant changes occur	Transportation Security Plan(s) shall describe and document the strategy for securing and tracking the shipment of gaseous diffusion process equipment components, work for others material and material containing UCI and/or classified matter being shipped from the PGDP to an offsite long-term disposal facility approved by DOE	Approval (DOE ODFSA)
89.	Develop a Personnel Security Program/Procedure	C.3.2.5.1	Within 90 days of NTP Update annually thereafter and when significant changes occur		Information
90.	Notify the ODFSA of events or situations affecting the status of an	C.3.2.5.1	Verbal notice or message within 2 working days	The Contractor shall notify the ODFSA of any of the following	Information

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	applicant's or employee's security clearance.		Written confirmation shall be provided within the next 10 working days.	conditions affecting the status of an applicant's or employee's security clearance. (13-point list follows at §C.3.2.5.1)	
91.	Develop a Control of Classified Visits Program	C.3.2.5.2	Within 45 days of NTP (part of SSP)	The Contractor shall develop and implement a program to address the requirements for classified visits.	Approval
92.	Develop a Safeguards and Security Awareness Program	C.3.2.5.3	Within 90 days of NTP Update annually thereafter and when significant changes occur	The safeguards and security awareness program shall communicate personal security responsibilities to all individuals at the site.	Information
93.	Develop an Oversight Program for site Contractors' Material Control and Accountability practices	C.3.2.6	Within 45 days of NTP (part of SSP)	As the ODSA, perform assessments of the site's custodial contractors to ensure their compliance with site S&S plans	Approval
94.	Develop a Foreign Visits and Assignments Program	C.3.2.7	Within 90 days of NTP Update annually thereafter and when significant changes occur	The program shall establish and implement the requirements for contractors that involve foreign national access to DOE-owned or leased sites, information, technologies, or equipment.	Approval
95.	IT System Security Plan	C.3.3.1.3 DOE O 205.1B	Within 45 Days of NTP Update annually thereafter		Approval
96.	IT Assurance System	C.3.3.1.3 DOE O 205.1B	Within 45 Days of NTP		Approval
97.	System Development Lifecycle Plan	C.3.3.1.3 DOE O 205.1B	Within 45 Days of NTP		Information
98.	IT Incident Management Handling Plan	C.3.3.1.3 DOE O 205.1B	Within 45 Days of NTP		Information



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99.	IT Cyber Security Self-Assessments	C.3.3.1.3 DOE O 205.1B NIST SP 800-53	Assessments shall be completed annually, beginning the date of transition		Approval
100.	Authorization to Operate (ATO) Designation	C.3.3.1.6	Within 90 Days of NTP	Obtain an ATO designation from the DOE Delegated Federal Authorizing Official (AO) to operate the General Support System for the Portsmouth Site	Approval
101.	Comprehensive Vision/ End-State for Communication and Information Technology Infrastructure	C.3.3.2.1 C.3.3.3.2.1	Within 180 Days of NTP, update annually thereafter	Develop and maintain a comprehensive future vision/end-state for communication and information technology infrastructure	Information
102.	Restoration Priority List	C.3.3.2.109	Within 120 Days of the NTP		Approval
103.	DOE Real Property Support	C.3.4.1.1.1 DOE O 430.1B	Provide information to DOE Realty Specialist upon request Requests will be on a case-by case basis dependent upon the type of real estate action being performed.	Technical support to the DOE Certified Realty Specialists in furtherance of site real property estate activities. Support may include but not limited to due diligence in planning, reporting, site re-use, property disposals (through sale or other means), leasing (in grants and out grants), process management, space and facility management	Information
104.	Ten Year Site Plan	C.3.4.1.1.4 DOE O 430.1B	Annually in coordination with the D&D contractor	Coordinate with the D&D contractor to provide data needed for comprehensive plan development.	Approval
105.	Disposition Support for Government Owned Property	C.3.4.1.2 DOE O 580.1A DOE O 458.1	Per Occurrence	Includes High-Risk Property Review, as required.	Approval

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106.	Disposition Classified or Controlled Equipment and Material	C.2.5.2 C.3.4.1.2 41 CFR 109.45.309-52 DOE O 476.1 DOE O 580.1A	Per Occurrence		Approval
107.	Identify, Control and Disposition High-Risk Property	C.2.5.2 C.3.4.1.2 DOE O 580.1A	Annually, beginning at the date of transition		Approval
108.	Annual Personal Property Inventory Report	DOE O 580.1A FAR 52.245-1 (f)(1)(iv)	Annually by Sep 30 <sup>th</sup> of each year	Results of Annual Physical Inventories	DOE Information
109.	Loss, Damage, Destruction (LLD) or Theft of Personal Property	DOE O 580.1A FAR 52.245-1 (f)(1)(vi)	Per occurrence by 5th Day of the month beginning the date of transition	Report of LDD and Theft of Personal Property	DOE Information
110.	Annual Report of Personal Property by Cost & Quantity	DOE O 580.1A FAR 52.245-1 (f)(1)(iv)	Annually by Dec 1st of each year	Input data into Property Information Database System (PIDS)	DOE Information
111.	Annual Report of Sales and Exchange Transactions	41 CFR 102-39.85	Annually by Nov 1 <sup>st</sup> of each year	Annual GSA Report	DOE Information
112.	Property Furnished to Non Federal Activities	41 CFR 102-36.295	Annually by Nov 1 <sup>st</sup> of each year	Annual GSA Report	DOE Information
113.	Plans and procedures for property management business system	FAR 52.245-1 (f) AL-2013-11 Revised	Within 60 days after NTP		Approval
114.	Final property inventory for physically completed or terminated contracts	FAR 52.245-1 (f)(1)(iv)	At least 60 days prior to contract completion		DOE Information
115.	Fleet reports for assigned motor vehicles (FAST)	41 CFR 102-34.345	Annually, by Dec 15 <sup>th</sup> of each year		DOE Information
116.	Special reports for assigned motor vehicles	41 CFR 109-38.9	Per occurrence as required		DOE Information
117.	Monthly Maintenance Report	C.3.4.2.7	Monthly beginning the date of transition	A monthly report detailing all scheduled maintenance activity	DOE Information
118.	Active work status report	C.3.4.2.7	Daily beginning the date of transition	Provide a status report of any item of work, to include all work that has been completed,	DOE Information

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				shall be provided within four hours during normal hours. This update may be made by automated reports generated by the CMMS	
119.	Preventive Maintenance Program	C. 3.4.3.2	180 days after NTP	Develop and implement a comprehensive PM program for assigned buildings, structures, and installed equipment as set forth in this contract.	Approval
120.	Scheduled Road and Bridge Inspections and Reports	C.3.4.4.3.3 23 CFR 650.301, <i>National Bridge Inspection Standards</i>	Paved roads – Inspection shall occur and inspection report shall be submitted annually during May of each year Unpaved roads – Inspection shall occur and inspection report shall be submitted annually during May of each year Drains & culverts – Inspection shall occur and inspection report shall be submitted biennially beginning the date of transition Bridge – Inspection shall occur and inspection report shall be submitted biennially beginning the date of transition	The Inspection Report shall focus on all areas of the pavement system to include the pavement surface, pavement markings, shoulders, ditches, drainage, signage, curbing along with documenting Potholes, Upheavals, and Alligator Cracked Repair.	Information
121.	Develop and implement a space cleaning plan	C.3.5.1.1	Within 60 days of NTP and when any changes or updates are made	Develop and implement a space cleaning plan which incorporates assigned facilities, service level, and frequencies.	Approval

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122.	Mowing Map, Plan, and Schedule	C.3.5.2.3	Within 60 days of NTP Updated annually thereafter	Develop a mowing plan and schedule to include the planned activities by week.	Approval
123.	Provide a condition report of any existing damages to facility assets prior to commencing work	C.3.5.2.4.1	Prior to commencing work		Information
124.	Snow and Ice Removal Plan	C.3.5.3.3	90 Days after NTP, Updated Annually thereafter by August 30 <sup>th</sup> of each year	Shall interface with all PGDP contractors to fully coordinate snow and ice removal tailored to support PGDP operations	Approval
125.	License and Permits for Pest Control Services	C.3.5.4.2	Before pest control work commences		Information
126.	Records of Pest Control Operations	C.3.5.4.3	Upon DOE request	Chemical and Non-Chemical , including surveillances	Information
127.	Labels and Material Safety Data Sheets	C.3.5.4.4	At least fourteen (14) calendar days prior to use	Proposed changes in approved pesticide usage shall be submitted to the Government for approval at least fourteen (14) calendar days in advance of the anticipated use.	Approval
128.	Records Management Plan	C.3.6.3 36 CFR, Chapter XII, Subchapter DEAR 970.5204-3 H Clause	Within 60 days of NTP When changes or updates are made		Approval
129.	Image Quality Statistical Sampling Plan	C.3.6.3.1 36 CFR 1237 NARA Bulletins	Within 120 days of NTP		Approval
130.	Vital Records Plan, Inventory, and Updates	C.3.6.3.3 36 CFR, Chapter XII, Subchapter B DOE O 243.1B	Within 120 days of NTP Updated annually thereafter		Information
131.	List of all Electronic Information Systems	C.3.6.4.1 DOE O 243.1B	Annually beginning the date of transition	See also C.3.6.3.1	Information

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132.	Records Inventory and File Plan and updates	C.3.6.4.2 36 CFR, Chapter XII, Subchapter B DOE O 243.1B	Within 120 days of NTP Updated annually thereafter		Approval
133.	Respond to records management data calls	C.3.6.5.4	Upon DOE request		Information
134.	CERCLA and RCRA Administrative Record Indices	C.3.6.5.5 and C.3.8 42 USC §9613(k), 40 CFR §300.800, ff. HSWA, 42 U.S.C. 6901	Quarterly beginning the date of transition		Information
135.	Six month forecast schedule of health physics/radiologic survey support	C.3.6.5.6	Quarterly beginning the date of transition	D&D contractor to provide survey support for contaminated records	Information
136.	Records Disposition Plan	C.3.6.6 36 CFR, Chapter XII, Subchapter B	Within 120 days of NTP		Approval
137.	Maintain and operate the Information Repository at the Environmental Information Center (EIC) and On-Line. Submit Quarterly Indices to DOE	C.3.8 40 CFR §300.800, ff. HSWA, 42 U.S.C. 6901	Indices submitted quarterly, beginning the date of transition		Information
138.	Training program	C.3.9.2	Within 60 days of NTP	Computer based and instructor led in classroom. Training program reciprocity/–facility access between site contractors is required. Shall coordinate with other site contractors to consolidate training modules, where practicable. Shall review course content quarterly, and revise/update as necessary to meet current requirements and site conditions.	Approval
139.	Training schedule	C.3.9.2	Within 60 days of NTP; Updates submitted as	Update and document necessary databases and systems related to	Approval

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			needed	the training program, notifying personnel of training needs, maintain training schedules, and provide site access training qualification records and cards.	
140.	Energy Employee Occupational Injury Compensation Program Act	C.3.10 Pub. L. 106-398, § 3601; 42 U.S.C. §7384, et seq. Clause H.49	Monthly by the 15th day of the month for the period covering the previous month beginning the date of transition	Shall comply with the requirements of Section 3.4, Safeguards and Security, and C.3.6, Records Management and Document Control for the review and release of all records.	Information
141.	Contract Close-out Plan	C.3.11	Six (6) months prior to the expiration of the contract		Approval

**CONTRACTOR HUMAN RESOURCES MANAGEMENT**

142.	Pension Management Plan	H.4 DOE O 350.1	Annually within 45 days after the last day of the plan year	Approval	
143.	PRB Management Plan	H.4	Annually beginning the date of transition	Approval	
144.	Employee Benefits Value Study	H.4	Biennially beginning the date of transition	Approval	Employee Benefits Value Study
145.	Employee Benefits Cost Study Comparison	H.4	Annually beginning the date of transition	Approval	Employee Benefits Cost Study Comparison
146.	Benefit Corrective Action Plans	H.4	As Required	Approval	Benefit Corrective Action Plans
147.	Actuarial Valuation Reports	H.4	Annually beginning the date of transition	Information	Actuarial Valuation Reports
148.	ERISA Section 103 Audit Report	H.4	Annually beginning the date of transition	Information	ERISA Section 103 Audit Report
149.	Copy of IRS Form 5500	H.4	Annually beginning the date of transition	Information	Copy of IRS Form 5500

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150.	Copy of IRS Form 5300	H.4	Annually beginning the date of transition	Information	Copy of IRS Form 5300
151.	Changes to Pension Plan	H.4	As Required	Approval	Changes to Pension Plan
152.	Workforce Transition Plan/Agreements	H.5	Multiple Deliverables as Required per H.5	Approval	Workforce Transition Plan/Agreements
153.	Benefits Transition Plan	H.5	Multiple Deliverables as Required per H.5	Approval	
154.	Collective Bargaining Agreement(s)	H.7	Within 30 Days of Ratification	Information	
155.	Economic Parameters for Collective Bargaining	H.7	As Required	Approval	
156.	Report of Settlement	H.7	Quarterly (as applicable)	Information	
157.	Workforce Restructuring Information and Reports (including a Workforce Restructuring Plan if required)	H.8	As Required	Approval	
<b>FINANCIAL/ BUDGET</b>					
158.	Report Associated with DOE Orders Regarding Inspector General and General Accounting Office Activities	DOE O 221.1A DOE O 221.2A	As Required		Approval
159.	Audited Financial Statement		As Required		Information
160.	Federal Managers Financial Integrity Act Report	Public Law 97-255; 31 USC §11, 66 OMB Circular A-123	As Required		Information
161.	Management Representation and Certification	Public Law 97-255 OMB Circular A-123	Annually beginning the date of transition and upon DOE request		Information
162.	Employer's Post Retirement Benefits Other Than Pensions	Financial Accounting Standards Board Statements 106, 132, 158	Quarterly and Annual beginning the date of transition and upon DOE request		

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163.	Employer's Accounting for Pensions	SFAS 87, 132, 158	Quarterly and Annually beginning the date of transition, and upon DOE request		Information
164.	Environmental Liabilities	Financial Statement	Annually and Quarterly beginning the date of transition and upon DOE request		Information
165.	Environmental, Safety and Health Liabilities	Financial Statement	Annually beginning the date of transition and upon DOE request		Information
166.	Deferred Maintenance	Financial Statements	Annually beginning the date of transition and upon DOE request		Information
<b>OTHER DELIVERABLES</b>					
167.	Service Contract Report	Clause I.17: FAR 52.204-14	Annually by October 31 <sup>st</sup> of each year		Information
168.	Affirmative Action Plan for Females and Minorities	Section I.46, FAR 52.222-26 Section I.48, FAR 52.222-36 (Disabled)	Within 30 days of NTP and updated annually thereafter by September 30 <sup>th</sup> of each year		Information
169.	Equal Employment Opportunity Report (EEO-1)	Section I.46, FAR 52.222-26	Annually by September 30 <sup>th</sup> of each year		Information
170.	Affirmative Action Plan for Veterans	Section I.47, FAR 52.222-35	Within 30 days of NTP and updated annually thereafter by September 30 <sup>th</sup> of each year	< See #160 above >	Information
171.	Head Count for end of Current Fiscal Year and Projected head Count for Upcoming Fiscal Year		Upon DOE request		DOE Information
172.	Projected Layoff's for Current Fiscal Year and Future Fiscal Years		Upon DOE request		DOE Information
173.	Standard Form 98-"Notice of	DOE O 350.1	As required		DOE Information



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	Intention to Make a Service Contract and Response to Notice”				
174.	Executive Compensation Program Description	DOE O 350.1	30 days after contract award		DOE Approval at Applicable Thresholds
175.	Proposed Major Compensation and Benefit Plan Program Design Changes	DOE O 350.1	30 days after contract award	<b>NOTE:</b> Major changes to the compensation program and benefit design changes need to be submitted in advance for DOE approval anytime the contractor is proposing to make a major change in either program.	DOE Approval
176.	Annual Compensation Increase Plan	DOE O 350.1	30 days after contract award; annually thereafter at the beginning of the program year		DOE Approval
177.	Contractor Benefits Program	DOE O 350.1	30 days after contract award		DOE Approval
178.	Plan Experience Reports for Liability Insurance	DOE O 350.1	Upon DOE request		CO Information
179.	Workplace Substance Abuse Program	DOE O 350.1	30 days after contract award		DOE Approval
180.	Substance Abuse Program Results and Reports for Lower Tier Subcontractors	DOE O 350.1 10 CFR 707	Semi-annually, by January 30 <sup>th</sup> and July 30 <sup>th</sup> of each year		DOE Information
181.	Employee Assistance Program Implementation Plan	DOE O 350.1	30 days after contract award		DOE Approval
182.	Employee Assistance Program Services Reports	DOE O 350.1	Upon DOE request		DOE Information
183.	Federal Contractor Veterans’ Employment Report VETS-100A)	41CFR60-300, 61-300, Clause I.58: FAR 52.222-37	Annually by September 30 <sup>th</sup> of each year		DOE Information
184.	Employer Information Report SF100 (EEO-1)	41CFR60-1.7(a)(1) Clause I.46: FAR 52.222-	Annually by September 30 <sup>th</sup> of each year		DOE Information

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185.	Affirmative Action Compliance Program- Females and minorities	41CFR60-1.4 41CFR60-1.40 Clause I.55:,FAR 52.222-26	Within 120 days of NTP. Updated annually thereafter by July 31 <sup>st</sup> of each year		DOE Information
186.	Affirmative Action Compliance Program- Veterans and Individuals with Disabilities	41CFR60.250.5(a) 41CFR60.250.40 Clause I.47: FAR 52.222-35 41CFR60.741.40(b) 41CFR60.741.40(c) Clause I.48: FAR 52.222-36	Within 120 days of NTP. Updated annually thereafter by July 31 <sup>st</sup> of each year		DOE Information
187.	Basis of Estimate (BOE) Statements		Within 5 Days of Contract Award	Basis of Estimate (BOE) Statements shall be at the same level of PWS pricing specified in the Section J, Attachment J-10, Exhibit Line Item Numbers. The BOE documents shall support the Contractor's proposed prices by specifically identifying assumptions, as well as the resource quantities (labor hours, material quantities, etc.) and unit rates (labor rates, equipment rental rates, etc.) for all direct cost elements (Direct labor, materials, equipment, ODC's, etc.).	Information
188.	<u>List of Environment, Safety, and Health Approvals</u>	<u>H.19</u>	<u>Within 60 days of NTP</u>		<u>Information</u>